

# OPNAV 1650/3 FORM INSTRUCTION GUIDE 07/04 (Rev 1) 23 May 2006

(Use sentence case unless otherwise indicated)

BLOCK #	NAME	FIELD		HOW TO COMPLETE
		Type	Format / Length	
1	FROM ADDRESS	Regular Text	Unformatted/. "From" is 50 characters; "Address is unlimited	Indicate originating command address. If veteran award request, fill in command name, followed by name and address of primary point of contact.
1a	UIC/RUC	Regular Text	Uppercase/5 characters	Indicate originating command UIC. For veterans, if UIC not known, indicate 00000. DO NOT leave blank. If UIC contains a letter, substitute letter with a zero. This will be fixed in the next update to the form.
2	TO (Awarding Authority) ADDRESS	Regular Text	Unformatted. "To" and "Address" contain unlimited characters	Indicate awarding authority command address. If awarding authority is: CNO: Chief of Naval Operations (DNS-35) 2000 Navy Pentagon Washington DC 20370-2000 SECNAV: Navy Department Board of Decorations and Medals (NDBDM) 1000 Navy Pentagon Washington DC 20370-1000
2a	UIC/RUC	Regular Text	Uppercase/5 characters	Indicate awarding authority UIC. If awarding authority is <b>CNO</b> , use <b>00011</b> . If awarding authority is <b>SECNAV</b> , use <b>31707</b> . If UIC is <b>unknown</b> , use <b>00000</b> . DO NOT leave blank. If UIC contains a letter, substitute letter with a zero. This will be fixed in the next update to the form.
3	COMMAND POC NAME EMAIL	Regular Text	Title Case. "Name" and "Email" contain 42 characters	Indicate originating command/individual's rank, name and email address. For awards requiring CNO/SECNAV processing, if POC will be departing within 60 days of sending award for processing, provide POC information for someone who will be available after 60 days.
4	PHONE (DSN) (COM)	Regular Text	Unformatted/22 characters	Indicate originating command/individual's phone number. For overseas numbers, indicate complete international phone number. If DSN is available, indicate DSN prefix. If no DSN, leave DSN section blank.
5	EXP DATE OF ACTIVE DUTY	Regular Text	Unformatted/20 characters	Indicate date individual's current enlistment will expire. For officers with no contract expiration, indicate "INDEFINITE". For veterans, estimate the date the individual left the service.
5a	IF RETIREMENT/ SEPARATION, NUMBER OF YEARS	Number	Unformatted/9 characters	Indicate the number of years the individual served on active duty, if the individual is retiring. If not retiring, indicate N/A.

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6	SSN	Number	Formatted/ ###-##-####	Self-explanatory; ensure you include the hyphens (dashes) between the numbers, as indicated. For veterans, request must include either the SSN or the Service Number; however, you must add enough zeros in FRONT of the Service Number to ensure you are entering a total of nine digits.
7	DESIG/NEC/MOS	Regular Text	Uppercase/10 characters	<p>Indicate awardee's designator (officers), NEC (enlisted) or MOS (USMC). A list of Navy designators and NECs can be found at the BUPERS website via the following links:</p> <p>Officer: Manual of Navy Officer Manpower and Personnel Classifications  <a href="http://buperscd.technology.navy.mil/bup_updt/upd_CD/BUPERS/OFFCLASS/OfficerManMenu.htm">http://buperscd.technology.navy.mil/bup_updt/upd_CD/BUPERS/OFFCLASS/OfficerManMenu.htm</a> Then select "Major Code Structure" Then select "Part A"</p> <p>Enlisted: Navy Enlisted Manpower and Personnel Classification Manual  <a href="http://buperscd.technology.navy.mil/bup_updt/upd_CD/BUPERS/enlistedManOpen.htm">http://buperscd.technology.navy.mil/bup_updt/upd_CD/BUPERS/enlistedManOpen.htm</a> . Then select "Navy Enlisted Occupation Standards" and then select "Appendix B"</p>
	DETACHMENT OR CEREMONY DATE (EARLIER DATE)	Date	Formatted/DD-MMM-YYYY	Indicate date the award will be presented. If a retirement, this date will often be well before the actual retirement date. This allows the chain-of-command to prioritize award processing.
9	NAME (LAST, FIRST, MIDDLE, SUFFIX)	Regular Text	Capitalize; "Last Name" is 15 characters; "First Name" is 20 characters; "Middle" is 15 characters; "Suffix" is 5 characters	Indicate last name in first block, then tab to second block and type in first name. Tab to third block and type in middle name. Tab to fourth block and type in suffix (JR, III, SR, etc) if suffix applies.
10	TYPE OF AWARD	Check Box	N/A	<p>Check appropriate box for the type of award being considered:</p> <ul style="list-style-type: none"> <li>• Retirement</li> <li>• Transfer (End of Tour)</li> <li>• Separation</li> <li>• Specific Achievement</li> </ul>
11	COMPONENT	Drop down	N/A	Indicate awardee's component service for this period. Select from dropdown menu. For foreign officers, indicate "OTHER"

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12	NEW DUTY STATION ADDRESS (Home address for retirement or separation)	Regular Text	Unformatted/100 characters	Indicate address of awardee's next duty station, if they are not leaving the service. If they are leaving the service, indicate their home address. This is used to forward the award should they no longer be attached to the command when the award is approved.
13	PAYGRADE AND RATING	Regular Text	Unformatted. "Paygrade" is 4 characters; "Rating" is 5 characters	In first block, indicate paygrade in letter and number format. Example: First Class Petty Officer is E6. Captain is O6. In second block, indicate rank or rate. Example: BM1 or CAPT.
14	WARFARE QUALIFICATION	Regular Text	Unformatted/unlimited characters	Indicate individual's warfare qualification. Example: ESWS, SWO, SEAL, EOD, PILOT, NFO, SUBMARINE, etc. If no warfare qualification, indicate N/A for not applicable.
15	UNIT AT TIME OF ACTION/SERVICE	Regular Text	Unformatted/unlimited characters	Indicate the unit the awardee was attached to for the period of the award being considered.
16	DUTY ASSIGNMENT	Regular Text	Unformatted/30 characters	Indicate awardee's <b>primary</b> job title during the award period. If award submission is for a specific act, indicate the job title during the specific act, if it is different from their primary job.
17	UIC/RUC	Regular Text	Unformatted/5 characters	Indicate the UIC of the awardee's unit at the time of the action or service. If UIC is unknown, fill in 00000. DO NOT leave blank. If UIC contains a letter, substitute letter with a zero. This will be fixed in the next update to the form.
18	CAMPAIGN	Drop down	N/A	Indicate campaign that applies. If award is not connected to a campaign (such as Iraqi Freedom), select "N/A"
18a	OPERATION	Regular Text	Unformatted/unlimited characters	Type in the unclassified operation. If operation is classified or if no operation applies, type in "N/A"
19	PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (Exclude Combat Action Ribbon)	Regular Text	Unformatted/unlimited characters	<p>To get a personal awards summary (Navy), go to <a href="mailto:awards.navy.mil">awards.navy.mil</a> and run personal awards query. Copy and paste search results into block 19 of the 1650/3. Awards not showing means:</p> <ul style="list-style-type: none"> <li>One or more of the individual's personal awards are not in NDAWS. See FAQ "Updating awards" on the website to fix.</li> <li>The individual has more than 9 personal awards. The format will only pick up the first 9 in the NDAWS database.</li> </ul> <p>If the method above doesn't work, type in awards in this format:</p> <ul style="list-style-type: none"> <li>Two-letter award code (all caps) MMMYY-MMMYY (Start month and year)-(End month and year). If single day action, indicate MMMYY.</li> <li>List three awards per line</li> </ul>

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20	RECOMMENDED AWARD	Drop down	N/A	Indicate award the individual is being recommended for. If the award is the MOVSM, you are not required to use the 1650, as you have to hand-write the award in this block. The MOVSM is not considered a personal award-it is a service award that does not require use of the 1650/3.
21	TYPE OF ACTION	Check Box	N/A	Check the appropriate type of action for this award recommendation. Select "heroic" for actions where the individual's life was in extreme danger or if the combat "V" is being considered. "Meritorious" is used for an end of tour award. Posthumous awards are used for award recommendations if the awardee is deceased. "MIA" is for those in combat who are Missing in Action.
22	PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED	Regular Text	Unformatted/unlimited characters	Indicate any possible pending awards. For those who are TAD during their tour, check with the individual or the TAD command to find out if there are any awards that may be submitted up the TAD command's chain-of-command.
23	RECOMMENDED AWARD NUMBER	Drop down	N/A	Indicate the number of occurrences of this award for the awardee. For example, if the awardee already has 1 Navy and Marine Corps Commendation Medal (NC), and this is a request for another NC, indicate "2".
24	OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION	Regular Text	Unformatted/unlimited characters	If other personnel were/are being recommended for the same action, list them by rank, first name and last name.
25	ACTION DATE/MERITORIOUS PERIOD	Date	DD-MMM-YYYY for first block and DD-MMM-YYYY for second block	Indicate merit start date in first block and merit end date in second block. If day is unknown, use "01". If action is for a one-day period, indicate same date in first and second blocks.
26	(FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR	Regular Text	Unformatted/50 characters	If the awardee is an O-6 or above, indicate the rank and name of the individual who filled their position before the awardee. If the award is for a specific act, or the awardee is the first person assigned to the position, indicate "N/A". The purpose of this block is for senior Navy leaders to evaluate award levels by position across time. This can become a bigger issue for more senior positions.
27	GEOGRAPHIC AREA OF ACTION	Drop down	N/A	Select the area where the majority of the action was accomplished. For classified awards where area cannot be revealed, select "MU" for Multiple Locations.

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28	IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY	Regular Text	Unformatted/Both blocks contain 35 characters	Only use for non-U.S. awardees. In the first block, indicate the awardee's service. Example: Royal Air Force, Royal Australian Navy. If exact service name isn't known, indicate the area of expertise: aviation, surface, submarine, etc.  In the second block, indicate the country of the awardee. Example: United Kingdom, Australia, Italy, etc.
29	FACT CERTIFICATION STATEMENT	Check Box	N/A	Check the most appropriate box. If the originator knows the awardee and the awardee's accomplishments, check "Known to Me". If the awardee's accomplishments are not personally known to the originator but are recorded in evaluations or FITREPs, check "A Matter of Record".
30a	NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR	Regular Text/ Drop down	Unformatted/First, second and fourth blocks contain 35 characters. Third block is a dropdown.	For active duty person, the originator is the Commanding Officer. For veterans, the originator is an officer in the individual's chain-of-command at the time of the award period. For awards for heads of organizations, the second in command (Example: Deputy Commander or Executive Officer) can be the originator.  In the first block type in originator's name. Normally, most people use first initial, middle initial and last name. Example: M.J. SMITH  In the second block type in the rank of the individual. Example: CAPT, SES2, etc.  In the third block select the dropdown option that applies to the originator.  In the fourth block type in the originator's title. Example: CO, OIC, Commander, Director, etc.
30b	SIGNATURE	Regular Text	Unformatted/40 characters	After the originator signs, type the individual's signature line on the electronic version. Start with /s/ (indicates you've laid eyes on the signature) and the exact signature name. Example: M. J. SMITH. Filling in this block is necessary, should anyone ever challenge the validity of the award. The originating command must maintain a copy of the signature page for legal purposes if no scanner is available to forward the signature page up the chain-of-command.
30c	DATE	Date	DD-MMM-YYYY	Indicate date the originator signs the award.
31	FORWARDING ENDORSEMENTS			
	COMMAND	Regular Text	Unformatted/Top and bottom blocks contain 35 characters	Type in the command abbreviated name. Example: CFFC, CPF. Type in complete phone number under command name in 2nd block.

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	RECOMMENDED AWARD	Drop down	N/A	Select from the dropdown menu. If recommended award is the MOVSM, hand-write this award in. We are working on correcting the Microsoft Word 25-line limitation to the dropdown menu.
	COMBAT "V"	Check Box	N/A	If the individual was involved in combat action and exchange of fire with the enemy, or if the individual was part of a covert operation and was in extremely danger, check "YES". If these conditions do not apply, check "NO". Ensure the recommended award accurately reflects a combat award if "YES" is checked.
	SIGNATURE, GRADE	Regular Text	Unformatted/Top and bottom blocks contain 40 characters	After the individual signs the recommendation, type on the electronic version the individual's signature line, followed by their rank in the same block. Electronic signatures start with /s/ followed by the exact signature name. Example: M. J. SMIITH, RADM
	DATE FWD	Date	DD-MMM-YYYY	Type in the date the individual endorsed the award.
32	AWARDING AUTHORITY INFORMATION			
	DISPOSITION OF BASIC RECOMMENDATION	Drop down	N/A	After the awarding authority makes their decision, select the approved award from the dropdown menu. If recommended award is the MOVSM, hand-write this award in. We are working on correcting the Microsoft Word 25-line limitation to the dropdown menu. The NDAWS Authority can indicate the correct recommendation and approved award level for the MVSM once in the record in NDAWS.
	COMBAT "V"	Check Box	N/A	Indicate if the combat "V" is approved by checking "YES". If not applicable or not approved, check "NO"
	EXTRAORDINARY HEROISM RECOMMENDED	Check Box	N/A	Indicate if extraordinary heroism is appropriate. See SECNAVINST 1650.32 found on the awards website <a href="https://awards.navy.mil">https://awards.navy.mil</a> for additional guidance. Any "YES" for Extraordinary Heroism (EH) must be forwarded to the Secretary of the Navy for adjudication.
	SIGNATURE, GRADE, TITLE	Regular Text	Unformatted/All three blocks contain 35 characters	In the first block, after the awarding authority signs the award, type in the awarding authority's electronic signature. Electronic signatures start with /s/ followed by the exact signature name. Example: M. J. SMIITH, RADM
	DATE APPROVED	Date	DD-MMM-YYYY	Type in date approval authority signed the award.
33	SERIAL NO AND RECEIPT INFORMATION	Regular Text	Unformatted/"Serial No" is non-functional	Do not use. To be filled out by CNO or CMC Awards personnel. "Date received" is unlimited.

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34	NDBDM USE ONLY	Check Box	N/A	Do not use. To be filled out by SECNAV Awards personnel.
35	SUMMARY OF ACTION	Regular Text	Unformatted/500 characters	Every attempt should be made to keep the Summary of Action (SOA) to one page. You can type in for more than one page; however, only the first 500 characters will be stored in the database. We are working on a revision to the SOA to put it in bullet format, so the critical accomplishments will be captured in the NDAWS database. The current 1650 will allows you to type more than one page.